



Kentucky Department for Libraries and Archives
Local Records Program

Grant Application

Please review *Local Records Grant Guidelines* and consult with your *Regional Administrator* before completing this form. Use extra sheets if necessary and attach three written, itemized, project bid proposals for each project section. Please send the completed forms to:

Local Records Branch
Kentucky Department for Libraries and Archives
P.O. Box 537
Frankfort, Kentucky 40602-0537

Part A: Contact Information

Applicant Name: Michelle Turner

Applicant Title: Clark County Clerk

Office Address: 34 South Main Street
Winchester, KY 40391

Phone Number: (859) 745-0280

Email Address: Michelles.turner@ky.gov

Federal ID Number: 61-6000992 ☐

Part B: Project Summary

Total Funds Requested: \$ 121,920.00

Please provide a complete description of the proposed project. Describe the project scope and the anticipated finished product(s). Explain why these records were selected for preservation as well as their historical significance and relevance to the community. Provide proposed methods for handling the records to ensure they conform to generally accepted archival and records management standards. See the guidelines for additional examples and attach additional sheets, if needed.

The office of the Clark County Clerk seeks grant funding to convert index images into data that can be uploaded into our current indexing system. There are 91 General Index to Recorded Instruments for the years 1970-2000. A few years ago we converted these 91 books to digital images and now would like to convert the digital index images to index data that can be uploaded to our current indexing and imaging system (CCLIX). The project will result in thousands of index entries being added to our indexing system. This will greatly improve permanent record access and will eliminate the need for storage space of 91 books. Currently this office is completely out of space to store permanent record books, so we are seeking ways to both protect our vital records and also to store them appropriately.



Kentucky Department for Libraries and Archives
Local Records Program

Plan of Work

Please list preferred project vendor(s) for each section, vendor addresses, and vendor phone numbers. (If not selecting lowest bid proposal, please attach a justification.)

Section 1

Vendor Name: Courthouse Computer Systems

Vendor Address: P.O. Box 9393
Chapel Hill, NC 27515

Vendor Phone and Email: (919) 632-9360 chuck@courthousecomputers.com

Purpose: Security Microfilming ☐ Digitization ☒ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Deed Books A-Z</i>	<i>1799-1858</i>	<i>L1317</i>	<i>\$6,255</i>
Create an electronic index for 91 General Index to Recorded Instruments	1970-2000	L1318	\$119,420.00
Diazo Cost for <u>NA</u> Copies			NA
Quality Control (Add 12.5% of the microfilming cost)			NA
Total Cost			\$119,420.00

Section 2

Vendor Name: Software Management, LLC

Vendor Address: 2011 Cobalt Drive
Louisville, KY 40299

Vendor Phone and Email: (502) 866-9234 gzeigler@smlc.us

Purpose: Security Microfilming ☐ Digitization ☒ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Shelving</i>	<i>N/A</i>	<i>N/A</i>	<i>\$9,040</i>
Integrate electronic index data to current automated indexing system	1970-2000	L1318	\$2,500.00
Diazo Cost for <u>NA</u> Copies			NA
Quality Control (Add 12.5% of the microfilming cost)			NA
Total Cost			\$2,500.00

****Please Attach Additional Sections, if needed.****



Kentucky Department for Libraries and Archives Local Records Program

Commitment of Local Government:

Explain the local government's commitment to a comprehensive records management program (appropriate disposition of records, designation of a records officer, and training of records personnel in records management techniques). Please detail how your office will commit resources to this project (adequate office, storage or working space; personnel; supplies; equipment; or a monetary contribution).

The Clark County Clerk's office is committed to a comprehensive records management program. Over the years we have worked closely with our Regional Administrator Jackie Arnold on records management activities and in the development of Local Records grant applications. We use both the General Schedule for Local Governments and the County Clerks records retention schedule to determine the retention and disposition of the records our office creates and maintains. We have staff trained to assist with records storage and destructions. We are committed to this project and will be providing any resource at our disposal to the vendor, including workspace and imaging quality checks

Are these records stored in secure, fire resistant facilities? If no, please explain how the project will safeguard the records in questions.

Yes ☒ No ☐

Is access to these records in compliance with the state's Open Records Law (KRS 61.870-876) and in an area with proper security and supervision? If no, please explain how this project would ensure compliance.

Yes ☒ No ☐



Kentucky Department for Libraries and Archives
Local Records Program

Part C: Project Outcomes

1. How will this project ensure the preservation of and/or increase public access to these records? What benefit will this project be to your agency and community? How will you disseminate information about this project and its outcomes to the public?

This project will result in 91 index books with thousands of indexing data being uploaded into our current indexing system. These books are in poor condition with the post binding coming apart almost each time they are handled. These books are the only index for the years 1970-2000 so they are handled multiple times daily by both the public and the office staff. We will post information about this project on our social media pages and will also notify the local newspaper to further decimate the project information to our community.

2. Did you consult with your Regional Administrator while completing this application? Yes ☒ No ☐
3. Can these records be removed from the office during the project? Yes ☐ No ☒ N/A ☐
4. In what format do these records exist? Select all that apply.

Paper ☒ Electronic Files ☒ Microfilm ☐ Microfiche ☐ Aperture Cards ☐

Other: _____

5. Can this project be completed within a single grant cycle (18 months)? Yes ☒ No ☐
(grant cycle for Salary grants is 48 weeks)

6. Additional information/comments:



Kentucky Department for Libraries and Archives
Local Records Program

Part D: Certification

Statement regarding expenditure of funds: The applicant agrees that funds granted under the Local Records Program will be spent solely in accordance with the project description and budget statement presented in this application. The grant recipient acknowledges that any changes in the submitted plan of project work, funding, or length must be submitted in writing to, and approved in advance by, the Kentucky Department for Libraries and Archives.

Statement regarding archival and records management policies and procedures: The applicant agrees to comply with all policies, procedures, and standards deriving from Kentucky Revised Statutes, Kentucky Administrative Regulations, as well as the policies of the Kentucky Department for Libraries and Archives and the State Libraries, Archives, and Records Commission concerning management, preservation, reproduction, and storage of public records in addition to those dealing with the official recording of such records in government offices, whether on paper, microfilm, or other medium.

Statement regarding project status and financial expenditure reporting: The applicant agrees to submit biannual Project Status and Financial Expenditure Reports during the course of the project and at the end of the project as specified in the grant contract. The grant recipient also agrees to create a separate grant fund account, maintain separate financial and programmatic records on this project, and retain source documentation such as canceled checks, paid invoices, payrolls, or other accounting documentation, which would facilitate an audit as required by statute, regulation, or administrative procedure.

Statement regarding continued records management and preservation support: The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance is a necessary operating expense that must be budgeted for on a regular basis

Statement regarding the Americans with Disabilities Act: The applicant agrees to comply with the Title II provisions of the Americans with Disabilities Act and to submit to the Department, upon request by the Department, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.

Chris Rice

Authorized Local Government Official

Chris Rice, County Judge

Typed or Printed Name and Title

3/5/19

Date

Michelle Turner

Official Custodian of Records

Michelle Turner

Typed or Printed Name and Title

3/5/19

Date

Michelle S. Turner
Clark County Clerk
34 South Main Street
Winchester, Kentucky 40391

Phone: (859)745-0280

Fax: (859)745-4251

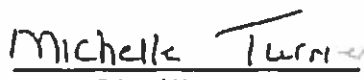
INVITATION FOR BID PROPOSAL

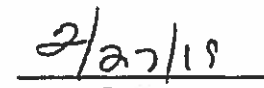
The Office of the Clark County Clerk is applying for a Kentucky Local Records Program grant and is now accepting bid proposals for services/equipment/supplies.

Special Conditions

1. Bid proposals for micrographics services will only be considered from offerers whose laboratories are certified by the Kentucky Department for Libraries and Archives, or from offerers who use certified laboratories to process their microfilm.
2. Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:050. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.
3. Copies of digital images created as a result of this project must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.
4. Offerers will supply all required diazo copies to the Kentucky Department for Libraries and Archives of any microfilm created as a result of the project once the primary copy has cleared quality control.
5. Roll microfilm used in this project must be polyester based.
6. Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll.
7. Grant funds may be expended for initial quality control costs. Costs accrued from additional quality control services will be the sole responsibility of the offerer.
8. Offerers for services must make an on-site examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the on-site examination was made.
9. Clarification of terms, descriptions, conditions or specifications for equipment/supplies is the sole responsibility of the offerer.
10. Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offerer is making a proposal, and a total cost of all sections bid on.
11. Offerers must provide services or materials within the term of the grant following the beginning of the FY2020 and subsequent availability of state funds.
12. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated.
13. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.
14. Written proposals must be received no later than March 15, 2019 to be considered.


Signature/Title


Printed Name


Date

Attachment A

February 27, 2019

Project Specifications Clark County Clerk

Section I – Create an electronic index

- (91) Convert images from "General Index to Recorded Instruments" books: (1970-2000) in a format and method acceptable and usable to current automated indexing system vender. Note: Clerk will provide DVD with scanned images of all books.

Section II – Integrate index data

- Seamlessly integrate index data into current office automated indexing system (CCLIX).

NOTE: It is the sole responsibility of the prospective bidder to evaluate volume conditions, sizes, sheet/page counts, images and any other aspect of this bid not explicitly expressed in these specifications.

Bids must be returned to this office by March 15, 2019

IF YOU DO NOT WISH TO BID, PLEASE SUBMIT A NO BID.

To arrange on-site review and if you have any questions, please contact:

Michelle S. Turner,
Clark County Clerk
PO Box 4060
34 South Main Street, Room 109
Winchester, KY 40391
Phone: (859) 745-0280

Thank You



P.O. Box 9393
Chapel Hill, NC 27515

Bid Response

March 14, 2019

Prepared For:

Michelle S. Turner
Clark County Clerk
34 South Main Street
Winchester, KY 40391

Thank you for allowing us to submit a bid proposal for your back-indexing project. We look forward to partnering with your office to make your computerized Real Estate Index searchable for twenty years beyond its current capabilities.

Section I – Create Electronic Index

With our "Record Time Machine" service we will be generating a database searchable index of Grantor/Grantee records for "General Index to Recorded Instruments" books from the years of 1970 - 2000. The Time Machine service uses a combination of advanced technology, machine learning, well defined processes, and experienced workers to create a 99.9% accurate computerized index for older records.

Based upon the scanned index book images available on DVD, the index books contain just over 31,700 pages of index information.

The index data will be prepped and loaded into a standardized format for upload into the CCLIX automated indexing system. The format for data exchange was agreed upon by Courthouse Computer Systems and Software Management, LLC on 9/20/2018.

Onsite inspection conducted multiple different days, including: 3/13/2019

Total Cost: \$119,420.00

Section II – Integrate Index Data

NO BID

Optional Service

Courthouse Computer Systems is willing to stage the data in a website provided free of charge for up to two years. This website will allow the County Clerk (along with any permitted members of the public) to review the index data while awaiting upload into the CCLIX system.

Sincerely,

A handwritten signature in black ink that reads 'Chuck Roederer'. The signature is written in a cursive, flowing style.

Chuck Roederer



CLARK COUNTY CLERK'S OFFICE

**PROPOSAL TO INTEGRATE INDEX DATA
INTO CCLIX**

This proposal includes the work product and consulting services of Software Management LLC. It may not be used or disclosed outside the Clark County Clerk's Office, and may not be duplicated, in whole or in part, for any purpose other than evaluation of this proposal. Disclosure of this proposal to persons outside of the Clark County Clerk's Office may result in billing for these services. This restriction does not limit the Clark County Clerk's Office right to use information contained herein if it is obtained from another source without restriction.

Software Management LLC is pleased to present this proposal to integrate index data into the current index system for Clark County. Our team will provide Clark County with the highest possible quality and accuracy. We thoroughly understand the Counties media, system and requirements.

SECTION I-CREATE AN ELECTRONIC INDEX

No Bid

SECTION II-INTEGRATE INDEX DATA

Integrate index data (provided by vendor in Section I) into current indexing system (CCLIX) for the following records:

(91) "General Index to Recorded Instruments" books: (1970-2000)

♦ **Total Cost to Integrate Data** = \$ 2,500.00

* The above bid is contingent upon the vendor's (in Section I) ability to provide all data fields necessary in a format that is acceptable to current indexing system. If vendor is unable to provide required data in the proper format, Software Management LLC reserves the right to void the Statement of Obligation.

Use or disclosure of data contained herein is restricted in accordance with the provisions contained on the title page of this document. Pricing valid for acceptance through April 30, 2019 based upon component availability

ACCEPTED BY:
Authorized Representative for
Clark County, Kentucky

AUTHORIZED SIGNATURE

Honorable Michelle S. Turner
PRINT NAME

Clark County Clerk
TITLE

DATE: _____

If accepted, sign the enclosed unbound copy and return via US Mail or fax ☎ to (502) 266-9447 to:
Software Management, LLC
2011 Cobalt Drive
Louisville, KY 40299

NOTE: Retain this copy in your files for audit purposes



March 15, 2019

Hon. Michelle S. Turner, County Clerk
Clark County Clerk's Office
P.O. Box 4060
Winchester, KY 40392

Dear Michelle:

Thank you for giving DRMS, Inc., the opportunity to bid on your proposed grant project.

DRMS submits a NO BID for this project.

Sincerely,

Trace Kirkwood, Marketing Mgr.
DRMS, Inc.
270-519-9293
Trace.kirkwood@drmsusa.com

1400 Husbands Road
PO Box 7256 Paducah KY. 42002-7256
270-443-1610